



State of Tennessee Department of Children's Services

New/Revised Policies and Updates

TO: All Department of Children's Services Employees

FROM: Mary Hubbert, Policy Development Coordinator
Planning and Policy Development

DATE: February 20, 2008

Below is a listing of new/revised policies and policy related updates. As policies and procedures and/or forms and other documents are revised, please ensure they are reviewed with applicable COA documentation to ensure accuracy of information. Some policy numbers or titles may have changed depending on integration within other policies, deletion of policies, etc. Applicable COA, ACA and other applicable standards will be listed in the "Standards" section of the policy indicating the policy has been revised to comply with Standards as applicable.

New and revised policies should also be reviewed as required by DCS Policy [1.3, Communication, Information Sharing and Work Site Meetings, Section C](#).

If there are questions or if other information needed, please contact the Policy Development staff in the Policy, Planning and Performance Management Division.

Please note: Policies and forms are linked on this list for ease of access. If links do not work properly, please go to the policies or forms web pages to access documents.

	Policy No.	Policy/Other Document	Policy Chapter	Effective/ Revision Date	***Forms Associated with Policies and Procedures
1.	14.1	Central Intake	14	03/01/08	None
Summary of Policy Revision for 14.1: Supersedes DCS policy 14.2, 05/01/05. Requires major policy review for applicable staff.					
2.	14.3	Screening, Priority Response and Assignment	14	03/01/08	CS-0824, Native American Heritage Veto Verification
Summary of Policy Revision for 14.3: Section H revised to include new form to document that an inquiry was made regarding Native American ancestry. Requires minor policy review for applicable staff.					
3.	14.7	Classification of a Child Protective Services Case	14	01/01/08	Same, no change

*Major Policy Review: Policy revisions are substantial; (i.e., revisions are in multiple sections of the policy that may impact current practice or process)

**Minor Policy Review: Policy revisions are minor; (i.e., revisions consist of minor editing or "word-smithing" and does not impact current practice or process).

***If forms are copied and stocked for use, always check the "Forms" Webpage for the most current version and discard all previous versions. DCS forms may not be altered without prior approval.

	Policy No.	Policy/Other Document	Policy Chapter	Effective/ Revision Date	***Forms Associated with Policies and Procedures
<u>Summary of Policy Revision for 14.7:</u> Section C, 6 <u>“Exempt from Finding: Child with Sexual Behavior Problems”</u> removed from classification. Requires minor policy review for applicable staff.					
4.	14.10	Child Protective Services Formal File Review Process	14	01/01/08	<i>Same, no change</i>
<u>Summary of Revision for 14.10:</u> Section B, 2, d, bullet #1; “the entire original investigative file...” changed to “a copy of all paper documentation in the investigative file ...”. Requires minor policy review for applicable staff.					
5.	14.25	Special Child Protective Services Investigations	14	01/01/08	<i>Same, no change</i>
<u>Summary of Policy Revision for 14.25:</u> Section L. added "Case file composition." Requires minor policy review for applicable staff					
6.	14.26	Multiple Response Assessment Track	14	01/01/08	<i>Same, no change</i>
<u>Summary of Policy Revision for 14.26:</u> Correction: Section B, item 7, d deleted. Requires minor policy review for applicable staff.					
7.	14.27	Family Crisis Intervention Services	14	03/01/08	CS-0498, Family Intervention Services Application CS-0499, Juvenile/Family Certification CS-0787, Non-custodial Service Plan CS-0818, Family Intervention Services Case File Documentation CS-0819, Family Intervention Services Case Closure
<u>Summary of Policy Revision for 14.27:</u> Supersedes DCS 10.1, 06/01/01; 10.2, 12/01/01-deleted; 10.3, 04/01/02; Family Crisis Intervention Procedure Manual, 06/01; Requires major policy review for applicable staff.					

*Major Policy Review: Policy revisions are substantial; (i.e., revisions are in multiple sections of the policy that may impact current practice or process)

**Minor Policy Review: Policy revisions are minor; (i.e., revisions consist of minor editing or “word-smithing” and does not impact current practice or process).

***If forms are copied and stocked for use, always check the “Forms” Webpage for the most current version and discard all previous versions. DCS forms may not be altered without prior approval.